



CITY OF HOUSTON

Job Posting

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| 1 | SL/CMD |
| 2 | <div><div>Applications accepted from:</div><div>ALL PERSONS INTERESTED</div></div> |
| 3 | <div><div>Job Classification</div><div>ADMINISTRATIVE SPECIALIST</div></div> |
| 4 | <div><div>Posting Number</div><div>PN# 110457</div></div> |
| 5 | <div><div>Department</div><div>Public Works & Engineering Department</div></div> |
| 6 | <div><div>Division</div><div>Planning and Development Services</div></div> |
| 7 | <div><div>Section</div><div>Management Services Section</div></div> |
| 8 | <div><div>Reporting Location</div><div>3300 Main Street*</div></div> |
| | <div><div>Workdays & Hours</div><div>M - F, 7 a.m. - 4 p.m.*</div><div>*Subject to change</div></div> |
| 9 | <div><div>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</div><div>Performs varied professional administrative functions associated with organizing the development and implementation of administrative activities in the Code Enforcement Group. Assists with departmental operations including cash collections/audits, APA audits, budget preparation, revenue trend analyses, information and recommendations concerning permit sale activities. Performs daily reconciliation of cash collection from front-line personnel to ensure cash balances to each individual for three sections quarterly audits of change fund and petty cash personnel to ensure cash handling procedures/policies are being followed. Performs audits of permit sales to ensure proper issuance of permits, provides additional training when necessary to ensure sales are completed correctly.</div></div> |
| 10 | <div><div>WORKING CONDITIONS</div><div>The position is physically comfortable, the individual has discretion about walking, standing, etc.</div></div> |
| 11 | <div><div>MINIMUM EDUCATIONAL REQUIREMENTS</div><div>Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field.</div></div> |
| 12 | <div><div>MINIMUM EXPERIENCE REQUIREMENTS</div><div>Three years of administrative experience are required. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.</div></div> |
| 13 | <div><div>MINIMUM LICENSE REQUIREMENTS</div><div>None</div></div> |
| 14 | <div><div>PREFERENCES</div><div><div><div>➤ Working knowledge of the Building Inspection Permit System – ILMS – (Integrated Land Management System)</div><div>➤ Working knowledge of the City of Houston's financial system (Advantage 2000)</div><div>➤ Working knowledge of Microsoft Office (Excel, Word, Outlook)</div><div>➤ Excellent communication skills, orally and written</div><div>➤ Working knowledge of Web Focus Reports</div><div>➤ Experience with SAP</div></div></div></div> |
| 15 | <div><div>SELECTION/SKILLS TESTS REQUIRED</div><div>None</div><div>However, the Department may administer a skills assessment evaluation.</div></div> |
| 16 | <div><div>SAFETY IMPACT POSITION</div><div><div><input type="checkbox"/> Yes</div><div><input checked="" type="checkbox"/> No</div></div><div>If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.</div></div> |
| 17 | <div><div>SALARY INFORMATION</div><div>Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:</div><div><div>Salary Range - Pay Grade 20</div><div>\$1,151 - \$1,643 Biweekly \$29,926 - \$42,718 Annually</div></div></div> |
| 18 | <div><div>OPENING DATE</div><div>May 17, 2006</div></div> |
| 19 | <div><div>CLOSING DATE</div><div>May 23, 2006</div></div> |
| 20 | <div><div>APPLICATION PROCEDURES</div><div>Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.</div><div>An equal opportunity employer</div></div> |